



**Objective:** Collaboration in English<>Hindi<>Gujarati Translation/Editing/Proofing/Review/Interpreting

**Highlights of Qualifications:**

- Freelance translator specializing in Chemistry, a native in Hindi and Gujarati as well
- Certified Canadian equivalence for Degree in Bachelor of Science by the University of Toronto, whereas the B. Sc. Degree course included major tests in Chemistry (Special), Biology and Mathematics
- More than ten years' experience in translation, editing, reviewing and proofreading of technical material related to chemical plants within a chemical fertilizers manufacturing company, GNFC India
- Recipient of award of Certificate in Computing with First Division; from IGN Open University, which included the areas of study in the context of IT, uses of technology, various applications and, MS Office
- Certified by FedEx Trade Networks (Canada) as; a quality driven and detail oriented performer, excellent team player with self motivation and, maintaining excellent record of punctuality and attendance
- Recipient of four awards from MD, GNFC as a mark of appreciation for; taking keen interest in work, coming up with constructive suggestions, and showing the spirit of enthusiasm and initiatives in work
- Achieved of 6 bands in the International English Language Test System - IELTS; which corresponds to the Canadian Language Benchmark Level 7
- Achiever of Office Administration and, Advanced Microsoft Office 2007 certificates from BJJ-CALC, with 91 percentage marks; surpassing the provincial standard Level 4
- Translated documents from English to Hindi using Computer Assisted Translator tool, Wordfast and created quality translation documents
- Regularly used Dictionary Reference, The free dictionary, Oxford dictionaries, Merriam-Webster Dictionary, Hindi English Dictionary along with virtual keyboard as needed

**Experience and Skills:**

**Way Bill Agent Internship:** December 2011 - January 2012

**FedEx** Trade Networks Transport and Brokerage (Canada), Mississauga

- Performed 6865 file operations within Six weeks (240 hours) of placement at FTN Customs Operations Department; which involved way billing RDBMS, B3 entries in AS 400 and splitting invoices

**Production Technician, Quality Controller, Order Picker:** August 2007 - July 2009

CPI Plastics, Massily, Cott, Deco Automotive West, Plastcoat, ICD, and TCPT in Mississauga

- Carefully inspected dimensional and casting qualities of different engine-coolant-pumps and extruded-plastic parts, which resulted in elimination of repacking or reworking process

**Shift Engineer:** 1993 - 2007

**Gujarat Narmada Valley Fertilizers and Chemicals Limited, India** (www.gnfc.in)

- Familiarized with technical terminology used in the upstream industry of underground or surface petroleum exploration, crude oil and natural gas refining and production of individual components from oil and gas
- Provided copyediting and proofreading services, as required for ordering printed plant material such as; Shift-Log Forms, Day Log-Books, Standard Operating Procedure Booklets and, Operating Manuals
- Demonstrated communication, presentation and interpersonal skills in discussing new ideas and submitting four award winning constructive suggestions within the organization

**Educational Qualifications:**

Program	Institute	Courses	Achievement	Year
Office Administration And Advanced Microsoft Office 2007 Certificates	Brian J. Fleming Adult Learning Centre, Mississauga, Ontario	Office Administration, and Advanced Microsoft Office 2007	91 Percentage Marks, surpassing the provincial standard Level 4	2012
International English Language Test System - IELTS	British Council, Ahmedabad India	Listening Reading Writing Speaking	6 Bands, corresponding to Canadian Language Benchmark Level 7	2003
Canadian Equivalent Degree of Bachelor of Science (B. S.) Chemistry	University of Toronto, Canada	Chemistry	Canadian equivalency for the foreign degree of B. S.	2002
Certificate in Computing	Indira Gandhi National Open University (IGNOU) New Delhi India	IT Context (CIC1) Technology (CIC2) Applications (CIC4) Microsoft Office (CIC5)	72 Percentage Marks	2001
Apprenticeship training program for Attendant Operator-Chemical Plant Operations	National Council for Training in Vocational Trades NCTVT India	Trade Theory Workshop Calculation & Science Engineering Drawing Practical	64 Percentage Marks	
Additional Language Test certificates	Various Language Service Institutes	Hindi Gujarati Sanskrit	Higher Grades	

**References, additional information and, supporting documents are available upon request**